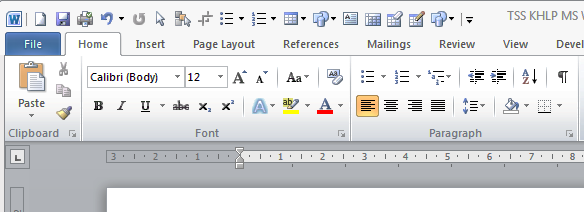
Quick Access Toolbar (**QAT**)

**Down arrows** give more options

**Tabs** (think the old Menus)

**Customize** the Quick Access Toolbar



**More settings**, Paragraph Group

Tab type selection box

Ruler

**Groups** (think of the old sub-menus)

Left margin and indent controls

|  |  |
| --- | --- |
| Add Practice text | * On its own line, **type** **=RAND(4,5)** then push the **Enter key**. This will generate 4 paragraphs of text with 5 sentences in each paragraph. |
| Select text and make bold and underlined | * **Drag** across some text so it is selected (highlighted) * On the **Home tab**, **Font group**, click the **B** button to bold it * With the text still selected, click the **U** button to underline it |
| Drag and Drop some text | * **Drag** across some text so it is selected (highlighted) * Now **drag from within the selected text**. Release to ‘drop’ the text. * Undo your change using **Undo** on the QAT or **Ctrl + Z** |
| Add and remove a command to the QAT | * On the ribbon, **right click** any command or button * Click ‘**Add To Quick Access Toolbar**’ (QAT) * On the QAT, locate the newly added command. * To remove the command on the QAT, right click it and select ‘**Remove from Quick Access Toolbar**’ |
| Add / delete ‘Caps Lock’ on the status bar | * **Right click** the status bar (very bottom of the Word window) * Click ‘Caps Lock’ so it has a tick against it * Operate your keyboards Caps Lock key. Observe the status bar. |
| Insert a table. Enter text. Resize | * Click **Insert tab**, then click **Table** * **Highlight** the number of **rows and columns** you want * Click in a cell and type some text. Push Tab to move to next cell. * Put point of cursor over a cell edge, drag to move |
| Insert some clipart. Resize and rotate it. Position it in the text | * Click **Insert tab**, then Clipart (Illustrations Group) * Type **frog** in the ‘**Search for**’ box. Click ‘**Go**’. Frogs will be shown. * Scroll the results. Click the desired frog clipart. It will be inserted at the current insertion point of your document * Resize by **dragging the ‘handles’** at the corner of the clipart * Rotate by **dragging the green dot** at the top of the clipart * To reposition it, **drag from within** the clipart boundaries |
| Make text wrap around your clipart | * **Right click** the frog clipart in your document * Select **Wrap Text** (or Text Wrapping). **Select Square** * **Drag** the frog. Note how the text wraps around |
| Crop the graphic. | * **Click the frog** clipart in your document * Note the **Picture Tools tab** appears with a Format tab under it. * On its **Format tab**, **Size** Group, click the **Crop button** * **Drag the cropping bars** on the frog. Click elsewhere to exit |